



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

---

TITLE: School Nurse  
REPORTS TO: Director of Special Services and/or Principal  
QUALIFICATIONS:

1. Valid New Jersey School Nurse certificate
2. New Jersey Registered Nurse license
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

To assist the school nurse in the smooth and efficient operation of the school's health service in order to realize a positive impact on students the educational environment.

### ESSENTIAL JOB FUNCTIONS:

- A. Assists in the conduct of medical and dental examinations, conducts vision and hearing screenings and takes height and weight measurements.
- B. Provides for emergency care of accidents and illnesses of students and staff at school by developing procedures, instructing staff on first aid care, and providing for adequate first aid supplies; he/she shall report all such accidents promptly.
- C. Carries out State requirements for communicable disease control and the exclusion and readmission of pupils for reasons of health.
- D. Confers with the Child Study Team on the identification, classification and placement of exceptional children.
- E. Maintains an accurate and orderly health record for each pupil.
- F. Cooperates with community agencies in providing health services for the school community.
- G. Participates in a program of health instruction and information dissemination by:
  1. Teaches health education in the classroom and serving as a resource person to other staff members in matters of health education.
  2. Assists in the development of health curriculum and the selection of health education materials.
  3. Assists with in-service health education classes.
- H. Supplies teachers with specific health information on their students as they may require to teach thoroughly and efficiently.
- I. Assists in setting standards and developing procedures for school sanitation and safety.
- J. Communicates with parents as necessary to work toward the good health of students.
- K. Performs such other duties as required by the Director of Special Services and/or Principal.

WORK YEAR: Ten-month employee  
DATE APPROVED: February 19, 2013  
APPROVED BY: Board of Education